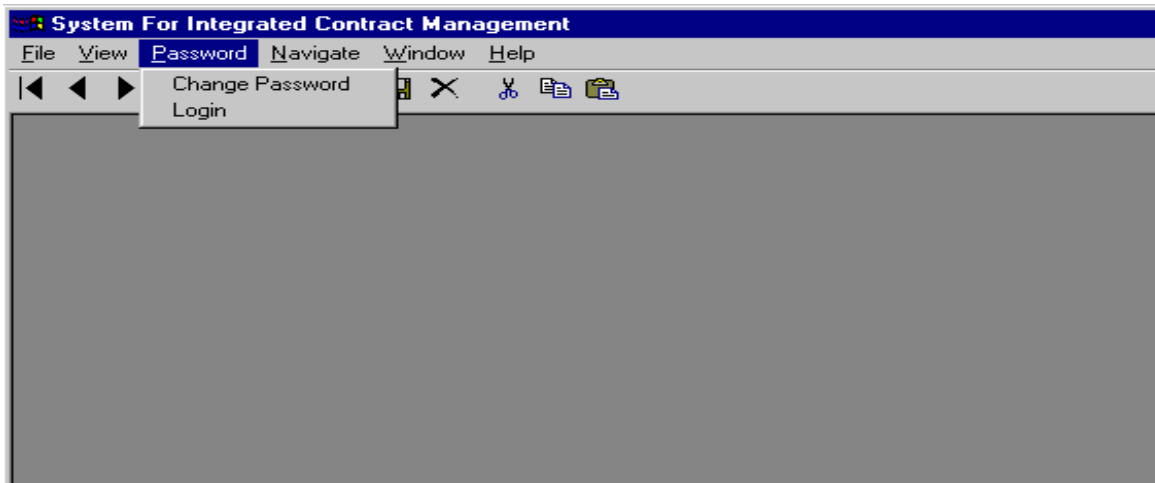


Chapter 11



Password

11.0 Password



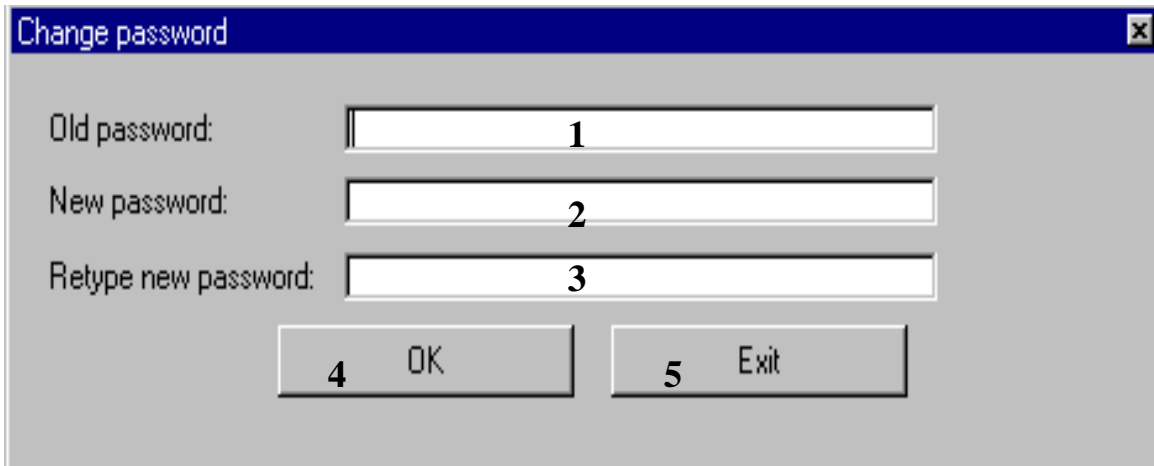
Password

This menu selection gives options to perform the following operations:

Change Password - The purpose of the Change Password screen is to allow the user a mechanism to update and/or change their user password. It is the responsibility of the user to protect their password from disclosure. This password is used to access the system and must be maintained and updated by the user.

User Login - The purpose of the User Login screen is to provide the user a mechanism to access the system while maintaining a level of security sufficient to protect the information contained within the system. It is the responsibility of the user to protect their password from disclosure.

11.1 Change Password

A screenshot of a 'Change password' dialog box. It has a blue title bar with the text 'Change password' and a close button (X). The dialog contains three text input fields: 'Old password:' with a cursor and the number '1', 'New password:' with the number '2', and 'Retype new password:' with the number '3'. Below the fields are two buttons: '4 OK' and '5 Exit'.

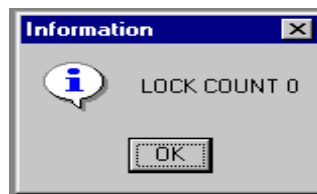
1. Old Password - Enter your previously established user password.

Note: Passwords are case sensitive - alpha characters in upper or lower case.

2. New Password - Enter the new user password you are establishing for login. Passwords are to be a minimum of six (6) positions in length, at least two of which MUST be numbers.

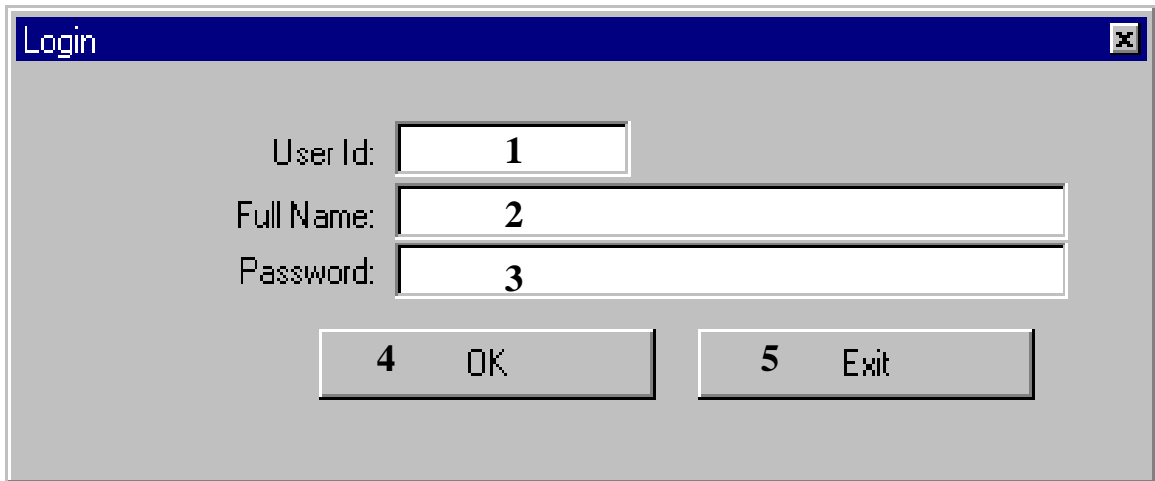
3. Retype New Password - Re-enter the new user password that is being established.

4. OK - Select if all data entered is correct and you wish to proceed with changing your password. This action will display the following Information Message. Mouse clicking on the OK button will SAVE this change. The User is allowed six attempts to enter the correct password before the system locks them out. If this occurs, the User must notify the local SICM System Administration to regain access.



5. Exit - Select to exit the change password screen.

11.2 User Login



The screenshot shows a standard Windows-style dialog box titled "Login". It has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains three labeled text input fields stacked vertically. The first field is labeled "User Id:" and contains the number "1". The second field is labeled "Full Name:" and contains the number "2". The third field is labeled "Password:" and contains the number "3". Below these fields are two buttons: "4 OK" and "5 Exit". The numbers 1, 2, 3, 4, and 5 are likely callouts for a numbered list explaining the fields and buttons.

1. User ID - Enter your Standard DLA User ID consisting of three alpha and four numeric characters. This User ID is assigned by your local SICM System Administrator, and should be consistent with that which is used for other ADP applications.

2. Full Name - System generated based on the User ID. User ID information is stored within each individual User profile which is represented in the Users View of the SICM Maintenance Module.

3. Password - Enter your User established system password.

Note: *Passwords are case sensitive - alpha characters in upper or lower case.*

4. OK - Select if all data entered is correct and you wish to proceed with login.

5. Exit - Select to exit the application.